

## Completing Your FY08 Civil Rights Training

This **Read Me First** document will provide all the procedural steps to check your PC and complete your USDA Civil Rights FY08 training.

Step	Activity	View																								
1.	Click the <b>Print</b> icon to print a copy of these instructions.																									
2.	Close the job aid window.																									
3.	Click <b>Return to Content Structure</b> .																									
4.	The next section becomes available to you. Click <b>AgLearn System Check Tool</b> . <b>Note:</b> The AgLearn System Check Tool will test your computer settings to ensure they are appropriately set to launch the course.	 <p><b>Online Content Structure</b> The sub-objects need to be completed in sequential order</p> <p><b>Content Structure</b></p> <ul style="list-style-type: none"> <li>Instructions on how to complete this year's Civil Rights Training</li> <li><b>AgLearn System Check Tool</b></li> </ul>																								
5.	The system may take a few seconds to respond as it completes testing. When done, a table appears. Each test run is indicated in the left column with results indicated on the right. <b>Important!</b> If any of the tests fail, contact your local pc support staff to make the required configuration changes before proceeding.	<table border="1"> <thead> <tr> <th>Computer Requirements:</th> <th>Current Computer Settings:</th> </tr> </thead> <tbody> <tr> <td>The browser characteristics required for use with the learning delivery system:</td> <td>The following table is an indication of compatibility -- <b>green</b> cells indicate OK - <b>red</b> indicates a problem, <b>yellow</b> a possible problem. If your browser is indicated as having a problem please correct the problem and retry test before attempting supplied lessons.</td> </tr> <tr> <td>Target platform must be Win32; (Windows 95,98,NT, 2000 or XP) **Please contact your Agency's IT Support for help if your result is red.</td> <td>Win32</td> </tr> <tr> <td>Browser must be Internet Explorer 6.0 or Netscape 6.2 or later **Please contact your Agency's IT Support for help if your result is red.</td> <td>Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.0; SLCC1; NET CLR 2.0.50727; NET CLR 3.0.04506; NET CLR 1.1.4322)</td> </tr> <tr> <td>Java must be enabled</td> <td>Yes</td> </tr> <tr> <td>Popups must be enabled</td> <td>Yes</td> </tr> <tr> <td>Javascript must be enabled</td> <td>Yes</td> </tr> <tr> <td>Cookies must be enabled</td> <td>Yes</td> </tr> <tr> <td>Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)</td> <td>1280 x 800</td> </tr> <tr> <td>Color depth must be 16 bit or greater</td> <td>32</td> </tr> <tr> <td>Java VM must be Sun's 1.5.0_06 or newer and Javascrptable! Other versions of Sun's Java VM may work but are unverified. **Please contact your Agency's IT Support for help if your result is red.</td> <td>Sun Microsystems Inc. Version: 1.6.0-0em</td> </tr> <tr> <td></td> <td>Flash 7.0 or better found!</td> </tr> </tbody> </table>	Computer Requirements:	Current Computer Settings:	The browser characteristics required for use with the learning delivery system:	The following table is an indication of compatibility -- <b>green</b> cells indicate OK - <b>red</b> indicates a problem, <b>yellow</b> a possible problem. If your browser is indicated as having a problem please correct the problem and retry test before attempting supplied lessons.	Target platform must be Win32; (Windows 95,98,NT, 2000 or XP) **Please contact your Agency's IT Support for help if your result is red.	Win32	Browser must be Internet Explorer 6.0 or Netscape 6.2 or later **Please contact your Agency's IT Support for help if your result is red.	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.0; SLCC1; NET CLR 2.0.50727; NET CLR 3.0.04506; NET CLR 1.1.4322)	Java must be enabled	Yes	Popups must be enabled	Yes	Javascript must be enabled	Yes	Cookies must be enabled	Yes	Screen resolution must be set to 800x600 or greater (1024 x 768 is recommended)	1280 x 800	Color depth must be 16 bit or greater	32	Java VM must be Sun's 1.5.0_06 or newer and Javascrptable! Other versions of Sun's Java VM may work but are unverified. **Please contact your Agency's IT Support for help if your result is red.	Sun Microsystems Inc. Version: 1.6.0-0em		Flash 7.0 or better found!
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6.	Close the System Check tool window.																									
7.	Click the <b>Learning</b> tab.																									
8.	Click the <b>Launch Content</b> button corresponding to your Civil Rights: Reasonable Accommodation Training 2007 course.	 <ul style="list-style-type: none"> <li>Civil Rights: Reasonable Accommodation Training 2007 Available <b>Launch content</b></li> <li>Civil Rights: Recognizing and Preventing Reprisal 2007 Available <b>Launch content</b></li> </ul>																								

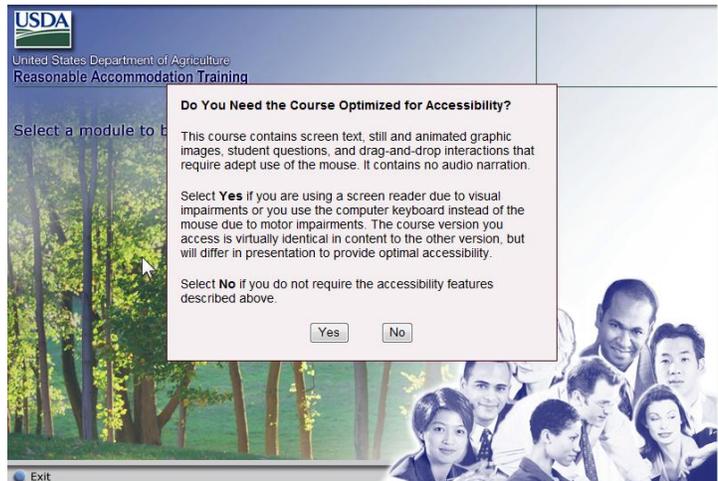
## Completing Your FY08 Civil Rights Training

9. In the Online Content Structure screen, click the **Reasonable Accommodation** link.



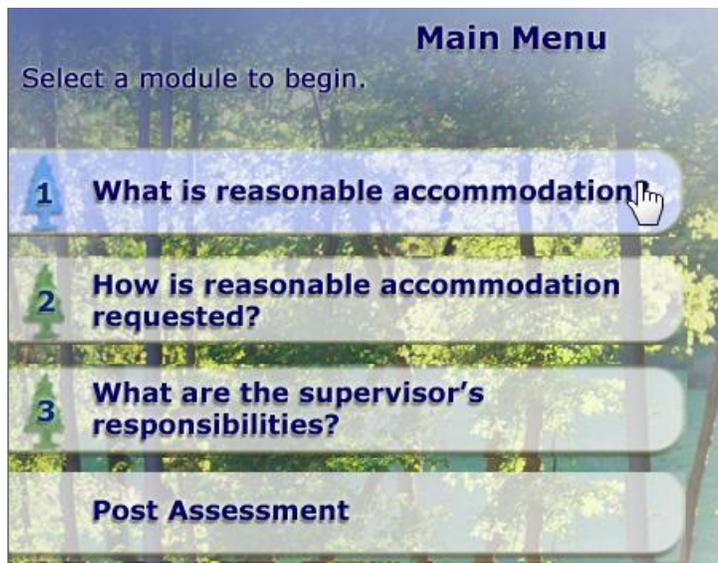
10. You will be prompted to select an answer regarding accessibility. Click **Yes** if you are using a screen reader due to visual impairments or you use the computer keyboard instead of the mouse due to motor impairments. Click **No** if you do not require the accessibility features

**Note:** The course version you access is virtually identical in content to the other version, but will differ in presentation to provide optimal accessibility.



11. Click the first module to begin the course.

**Note:** The modules can be completed in any order, however all modules should be reviewed to record a successful completion.



12. Read each screen, and then click the Next arrow to proceed to the next page.

**Note:** The first topic in Module 1 explains course navigation. It's a good idea to begin here.



## Completing Your FY08 Civil Rights Training

13. Throughout the course, you will see Self-Check Questions. Answer the question, then click **Done** to receive feedback and continue.

**Self-Check Question**  
 Now you will check what you have learned. By the way, self-check questions will appear frequently in the course to give you practice. You know what they say: Use it or lose it!

Mark the following statements as fact (true) or fiction (false), and then select **DONE**.

 <b>Fact</b>	 <b>Fiction</b>	
<input type="radio"/>	<input type="radio"/>	A contractor with a disability is eligible for a reasonable accommodation.
<input type="radio"/>	<input checked="" type="radio"/>	An employee who is economically underprivileged is eligible for a reasonable accommodation.
<input type="radio"/>	<input checked="" type="radio"/>	A reasonable accommodation might include modifying a desk for a person who is left-handed.
<input type="radio"/>	<input type="radio"/>	A reasonable accommodation might include providing assistance in filling out a job application to a person with a visual disability.

**DONE**

Main Menu   Exit   Answer the question, and then select the Next arrow to continue.

14. As you complete each module, you'll return to the Main Menu. Select another module to continue the course.

- 1 What is reasonable accommodation?
- 2 How is reasonable accommodation requested?
- 3 What are the supervisor's responsibilities?

**Post Assessment**

15. When you complete topic 3 of Module 3, you will see a screen notifying you that you have completed the course. You must, however, continue on to the Post Assessment to verify you have mastered the course. Click the **Next Arrow** to return to the Main Menu.

MODULE 3: What are the Supervisor's Responsibilities? Page 13 of 13

**TOPIC 3: Process Responsibilities**  
**Module Conclusion**  
 Congratulations! You have finished Module 3 and completed the course.

Reflect on what you have learned in this module and consider whether you can answer the following questions:

- What should a supervisor do after receiving a request for reasonable accommodation?
- What is the role of the supervisor in the interactive process for selecting an accommodation?
- What are the responsibilities of the supervisor in the following areas: recordkeeping, confidentiality, and regulatory timeline?

If you can answer these questions, then you have absorbed the information in this module. Select the Exit button at the bottom of the screen to leave the course. Or, select Next to return to the Main Menu and choose any module.

Thank you for your participation!



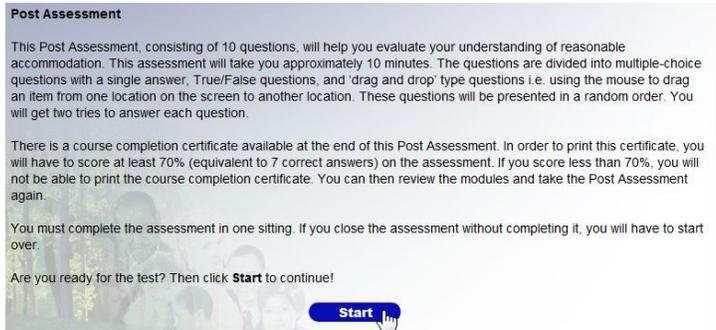
Main Menu   Exit   Select the Next arrow to continue.

16. Click **Post Assessment**.

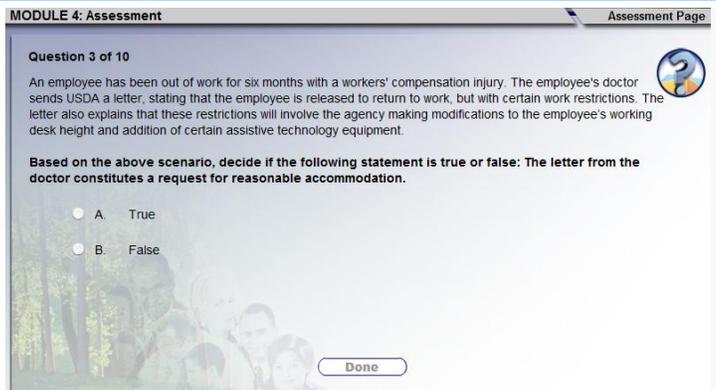
**Post Assessment**

## Completing Your FY08 Civil Rights Training

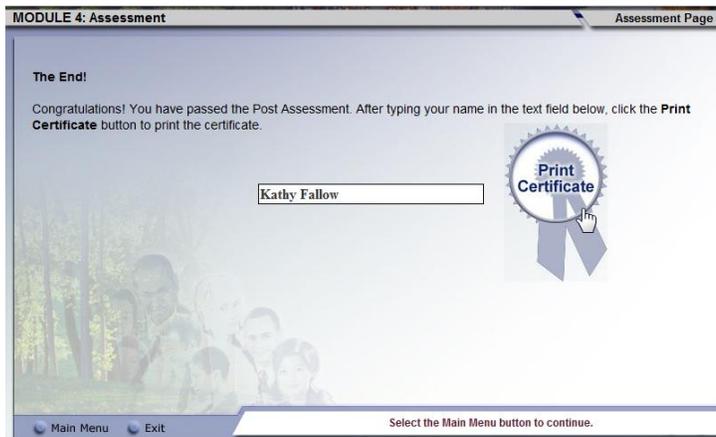
17. The introductory screen identifies that you will need a score of 70% or better to master the course successfully. You can review the modules and retake the assessment as often as necessary. Click **Start**.



18. Answer each question, then click Done to receive your feedback. You must achieve a score of 70% or higher to pass the post assessment successfully.

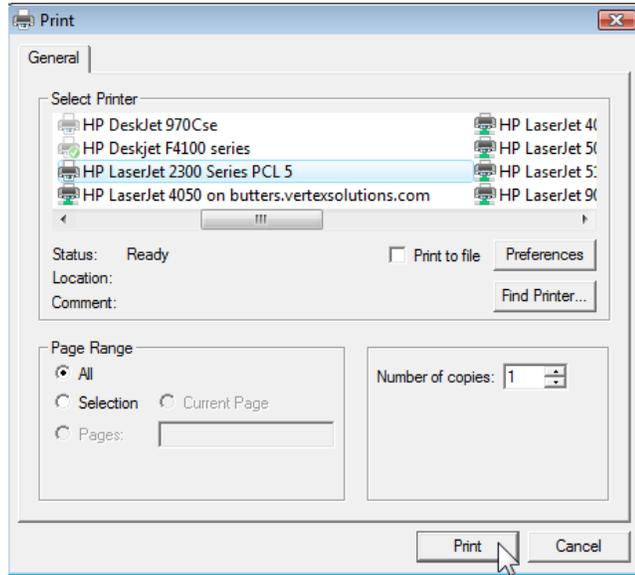


19. If you complete the post assessment with a score of 70% or higher, you will be presented with a screen to print a certificate. **Important!** Please note that while we provide instructions here to print this certificate, it is **NOT** the official AgLearn certificate. If you wish, you can skip to step 21 to reach the Main Menu and exit the course to print the official certificate.



## Completing Your FY08 Civil Rights Training

20. Select the printer to receive your course certificate and click **Print**.



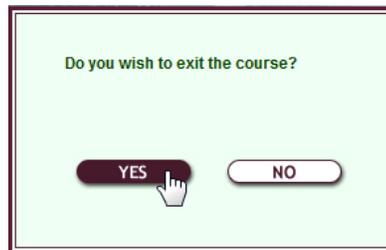
21. Once your certificate has printed, click the **Main Menu** button.



22. Click **Exit**.



23. Click **Yes** to exit the course.



24. To print your AgLearn Completion Certificate, click the **Learning** tab, and then click **Learning History**.



25. Locate your recently completed course and click the corresponding **Print Completion Certificate**.

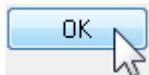
Learning History			
Title	Completion Date	Status	Action
Civil Rights: Reasonable Accommodation Training 2007	10/31/2007 03:05 PM EST	Web Based Complete	<a href="#">Review Online Structure</a> <a href="#">Print Completion Certificate</a>

## Completing Your FY08 Civil Rights Training

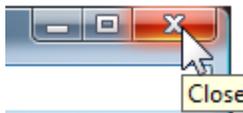
26. Wait a few seconds for your certificate to appear, then click the **Print** button to send your certificate to the printer.



27. Select a printer if necessary, then click **OK** to print the certificate.



28. Close the certificate window.  
**Note:** At this point, you can logout of AgLearn and return another day to complete the second course. When you return to AgLearn, you can continue with the next step.



29. Click the **Learning** tab.



30. Click the **Launch Content** button corresponding to your Civil Rights: Recognizing and Preventing Reprisal 2007 course.



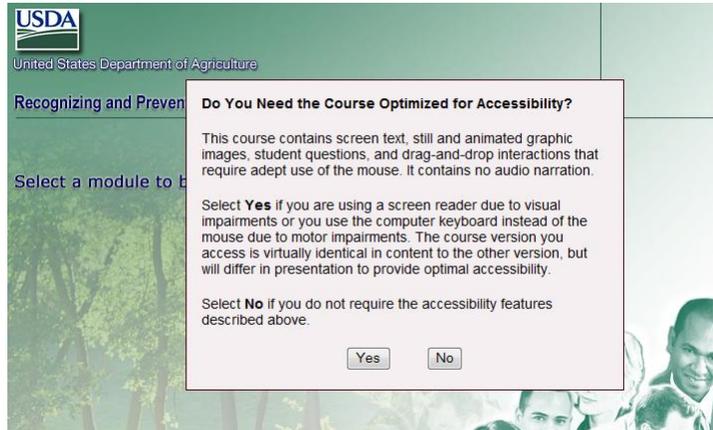
31. In the Online Content Structure screen, click the **Recognizing and Preventing Reprisal** link.



## Completing Your FY08 Civil Rights Training

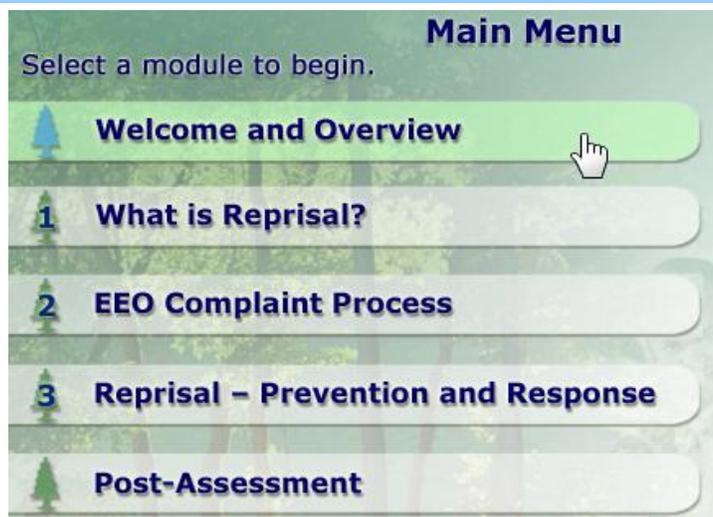
32. You will be prompted to select an answer regarding accessibility. Click **Yes** if you are using a screen reader due to visual impairments or you use the computer keyboard instead of the mouse due to motor impairments. Click **No** if you do not require the accessibility features

**Note:** The course version you access is virtually identical in content to the other version, but will differ in presentation to provide optimal accessibility.



33. Click the first module to begin the course.

**Note:** The modules can be completed in any order, however all modules should be reviewed to record a successful completion.

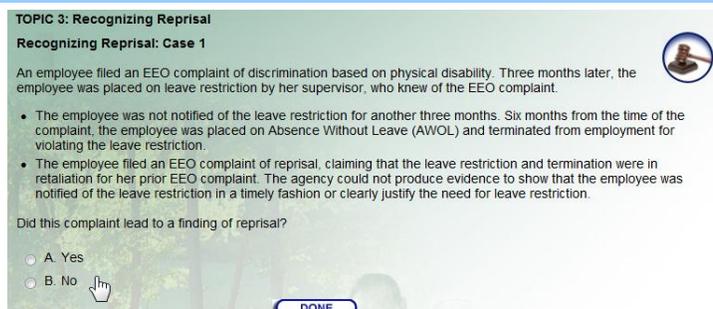


34. Read each screen, and then click the Next arrow to proceed to the next page.

**Note:** The first topic in Module 1 explains course navigation. It's a good idea to begin here.

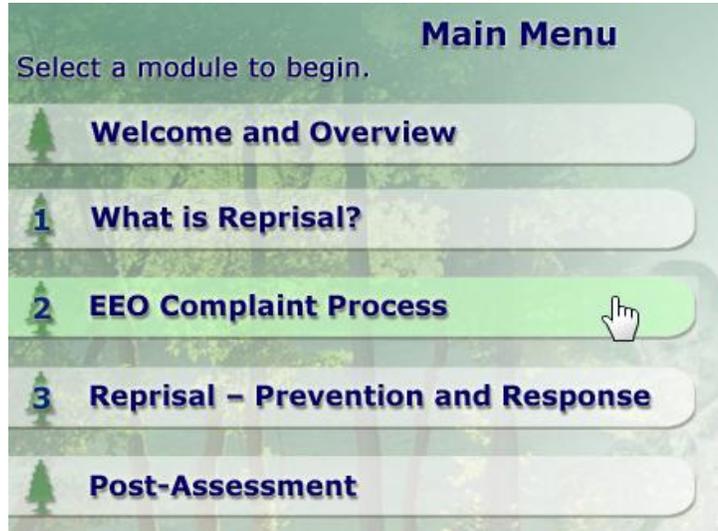


35. Throughout the course, you will see Self-Check Questions. Answer the question, then click **Done** to receive feedback and continue.



## Completing Your FY08 Civil Rights Training

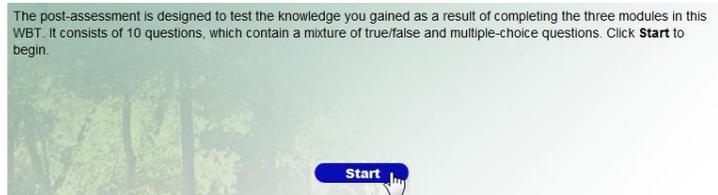
36. As you complete each module, you'll return to the Main Menu. Select another module to continue the course.



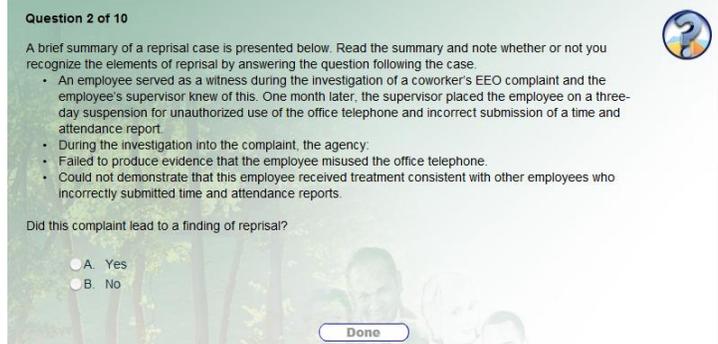
37. At the end of Module 3, you will be returned to the main menu. You have now completed the content for this course. You must, however, continue on to the Post Assessment to verify you have mastered the course. Click **Post-Assessment**.



38. The introductory screen identifies that the assessment contains 10 questions. Click **Start**.



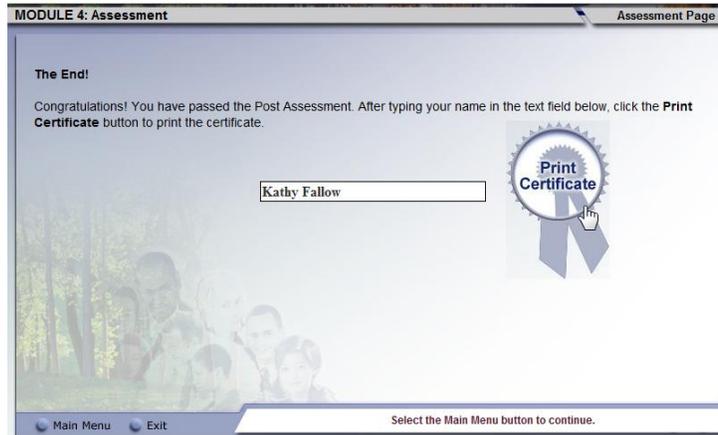
39. Answer each question, then click Done to receive your feedback. You must achieve a score of 70% or higher to pass the post assessment successfully.



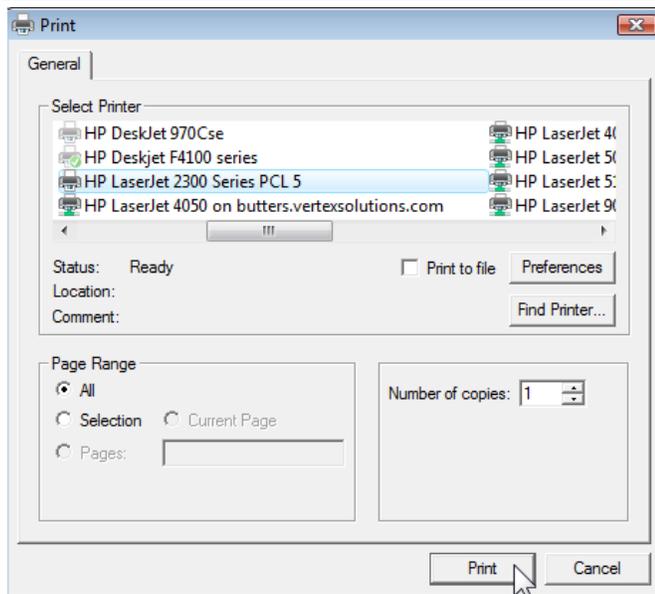
## Completing Your FY08 Civil Rights Training

40. If you complete the post assessment with a score of 70% or higher, you will be presented with a screen to print a certificate.

**Important!** Please note that while we provide instructions here to print this certificate, it is **NOT** the official AgLearn certificate. If you wish, you can skip to step 42 to reach the Main Menu and exit the course to print the official certificate.



41. Select the printer to receive your course certificate and click **Print**.



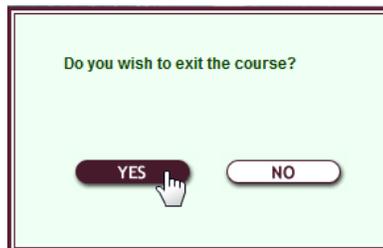
42. Once your certificate has printed, click the **Main Menu** button.



43. Click **Exit**.

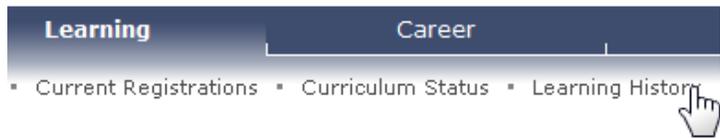


44. Click **Yes** to exit the course.



## Completing Your FY08 Civil Rights Training

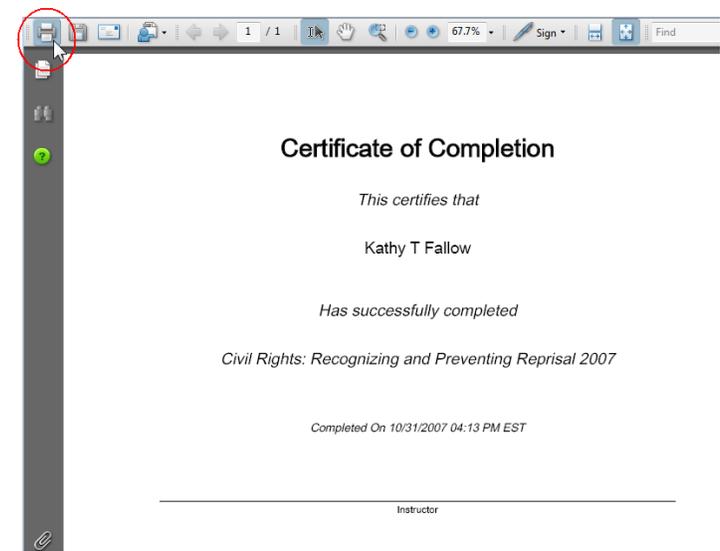
45. To print your AgLearn Completion Certificate, click the **Learning** tab, and then click **Learning History**.



46. Locate your recently completed course and click the corresponding **Print Completion Certificate**.

Learning History			
Title	Completion Date	Status	Action
Civil Rights: Recognizing and Preventing Reprisal 2007	10/31/2007 04:59 PM EST	Web Based Complete	<a href="#">Review Online Structure</a> <a href="#">Print Completion Certificate</a>

47. Wait a few seconds for your certificate to appear, and then click the **Print** button to send your certificate to the printer.



48. Select a printer if necessary, then click **OK** to print the certificate.



49. Close the certificate window.



50. To verify that you have completed all of your requirements, click the **Learning** tab.



51. Click **Curriculum Status**.

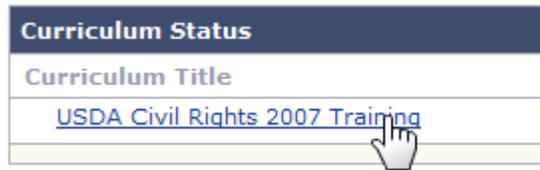


52.

Curriculum Status	
Curriculum Title	
USDA Civil Rights 2007 Training	

## Completing Your FY08 Civil Rights Training

53. If you do **not** see a green check mark next to your curriculum, click the **USDA Civil Rights 2007 Training** link.



54. In the Item Requirements section, look for green stars next to each of the curriculum items. Item with no green star are not complete. You can click the Launch content button from here to return to any item.

Item Requirements (3 Found)			
Title	Date Completed	Status	Action
▶ Civil Rights: Readme First	10/31/2007	★	Launch content
▶ Civil Rights: Reasonable Accommodation Training 2007	10/31/2007	★	Launch content
▶ Civil Rights: Recognizing and Preventing Reprisal 2007	10/31/2007	★	Launch content

55. You've now completed your USDA Civil Rights Training for 2007. Congratulations!

